

**City of Roanoke  
Public Works Service Center  
Standard Operating Procedure**

**Subject: Waste Vehicle and Power Equipment  
Battery Disposal**

**Revised:** 9/27/19

**Purpose:** Ensure proper guidelines for the disposal of vehicle and outdoor power equipment batteries. *Regulated under 40 CFR 273, Subpart B.*

**Responsible Party/ies:**

- Fleet Management
- Outdoor Power Shop Supervisor

**Performance Frequency:** Each time a vehicle or OPE battery is deemed unfit for use  
March 1<sup>st</sup> of each year, report quantities to Solid Waste Management

**Documentation:** Total number of waste vehicle & equipment batteries collected will be recorded and shared with Solid Waste Management annually.

**Training:** Management and/or Supervisors will cover this SOP with all newly hired and/or temporary personnel within their first 60-days of employment.

***Trainees must complete the signature section below and a copy of the signed SOP shall be sent to Environmental Management.***

**Vehicle Battery Procedure:**

1. Take vehicle waste batteries to the contracted parts vendor inside the Fleet shop.
2. Vehicle batteries are managed for recycling by the contracted parts vendor.
3. The total number of batteries recycled yearly will be reported to Solid Waste Management

**Outdoor Power Equipment Procedure:**

4. Lead–Acid batteries used in Outdoor Power Equipment are stored on the battery rack located in the small engine shop.
5. Used batteries will be placed on the rack with a spill containment pallet below them.
6. Batteries are picked up once a week for recycling and disposal by the OPE Shop battery supply vendor.

**Trainee Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Date Trained:** \_\_\_\_\_

Send completed form to Environmental Management at: [envmgmt@roanokeva.gov](mailto:envmgmt@roanokeva.gov)